

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

AQAR for the year (for example 2013-14)

2016-2017

### I. Details of the Institution

1.1 Name of the Institution

Morigaon College

1.2 Address Line 1

Morigaon College

Address Line 2

Morigaon

City/Town

Morigaon

State

Assam

Pin Code

782105

Institution e-mail address

morigaoncollege1@gmail.com

Contact Nos.

03678-240268/9435479207

Name of the Head of the Institution:

Dr. Lila Kanta Barthakur

Tel. No. with STD Code:

03678-240268

Mobile:

9435479207

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2004	5 year
2	2 <sup>nd</sup> Cycle	B		2010	5 year
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC  
(for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR2013-14 submitted on (14/06/2018)
- ii. AQAR2014-15 submitted on (19/06/2018)
- iii. AQAR2015-16 submitted on (22/06/2018)
- iv. AQAR2016-17 submitted on (05/07/2018)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

- Post graduate diploma in disaster management
  - Spoken Tutorial
  - Spoken English
  - Distance mode of learning under Krishna Kanta Handique State Open University Study Center in the campus in the following subjects :
1. Bachelor Programme (s) on
    - a. Arts
    - b. Mass Communication
    - c. Computer application
    - d. Business Administration
    - e. Bachelor of library and information
  2. Post graduate courses
  3. Certificate course on Desktop publishing tools

### 1.11 Name of the Affiliating University (for the Colleges)

Gauhati University, Gopinath Bordoloi Nagar ,  
Jalukbari, Guwahati-Assam.

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="--"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other ( <i>Specify</i> )	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="13"/>

2.10 No. of IQAC meetings held      04

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="04"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff	Students	<input type="text" value="1"/>	Alumni	<input type="text" value="1"/>
	Others			<input type="text" value="Nil"/>

2.12 Has IQAC received any funding from UGC during the year?    Yes     No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	<input type="text" value="-"/>	International	<input type="text" value="-"/>	National	<input type="text" value="-"/>	State	<input type="text" value="-"/>	Institution Level	<input type="text" value="1"/>
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(ii) Themes

## 2.14 Significant Activities and contributions made by IQAC

### **New devices, system, teaching-learning methods and technology development :**

- Radio Frequency Identification and Detection (RFID) device installed in the library on 2 August, 2016 for time saving and automated library services. The system also includes the theft detection mechanism.
- Integrated library management software SOUL-1.0 upgraded to SOUL 2.0.
- Computerised feedback system introduced on November, 2016.
- Public announcement system is introduced.
- A library in memory of Dr. Narendra Nath Bhagawati (Donated by Dr. Seemarekha Bhagawati, Associate professor, Mathematics) is inaugurated on 3<sup>rd</sup> April, 2017.

### **Initiatives on human resource development :**

- Training programme organised for teaching and non-teaching staff on use of RFID device on 8-9 August, 2016.
- Starting coaching of APSC and UPSC for the aspirants of competitive examination.
- A career counselling workshop awarded for students. Resource person – Dr. Babu Roy was invited from Kaziranga University.
- OIL India Super 30 examination was held on December 2016. 49 students participated for scholarship and free coaching for IIT.
- Debate competition organised on 25<sup>th</sup> June 2017 and the best debater was awarded with a shield and 7000/- cash money offered by Dr. Simarekha Bhagabati, Associate professor, Deptt. Of Mathematics in the Memory of her father – in-law Late Rabindra Nath Sabhapandit.
- Organised a “games and sports training camp”, starting from 28 December, 2016 to 12<sup>th</sup> January, 2017.
- A training programme was organised for faculty on use of ICT in the class room.
- Awarded the best two library users (students).
- Awarded the topper of mathematics with cash money.
- Observed International Yuga Day and a weeklong Yuga Camp for total wellbeing of members of the college community.

### **Seminar, Workshop :**

- Organised national seminar on “Education and Economic Development with special reference to Globalization and SDG in North East India on 14-16 Sept, 2016.
- National seminar on “Higher education and skill development for faster economic development with special reference to North East India on 28-29 June, 2017.
- Organised a state level workshop by the department of Anthropology in collaboration with the regional chapter of Indian National Confederation and Academy of Anthropologists on “Practical on tools and ceramic technology”, on September, 2016. Eminent scholar of Gauhati University Prof Abdulla Ali Ashraf, Prof. B. Choudhury, Dr. Bandita Medhi were the resource persons.
- Organised a district level workshop on “Higher Secondary Syllabus of Anthropology: Review and Revision”, on February, 2017. Teachers of different colleges, junior colleges and higher secondary schools actively participated.
- Annual day lecture on “Modern Assam: exceptional tradition and result” on 30<sup>th</sup> June 2017.

### **Gender Sensitization programme :**

- Morigaon Mahavidyalaya Mahila Mancha and IQAC has organised a workshop on “Women, Health and Diseases”, in collaboration with Narayana groups of Hospital, Guwahati, Assam.

### **Extension Activity of social responsibility :**

- IQAC and NSS, Morigaon college has adopted a village, Vairaguri Gaon on 27 May, 2017. Organised a meeting and planning chalked out in discussion with villagers for the upliftment of the village.
- IQAC has adopted three nearby schools of the college from the session 2016-17 and sending teachers of the college to take classes in those schools as per need.
- Participated in the cultural and cleanliness programme of Namami Brahmaputra festival, organised by Government of India.
- World No-Tobacco Day was observed. IQAC with Morigaon Mahavidyalaya Mahila Mancha launched a campaign in and around the college premises and approached the shopkeepers and pleaded not to sell any tobacco products. Signboards with anti tobacco slogan prepared and displayed in different locations of the college.

### **Other significant activities :**

- Introduced a norm of playing of national anthem or Jatiya Sangeet in the morning before commencement of the classes to inculcate spiritual, national and community spirit and sense of belongingness.
- Parent – teachers meet organised by different departments. Collected feedback and formed associations.
- College laid a statue of Dr. Bhupen Hazarika – the cultural legend of Assam in the college premises.
- IQAC has also published three volumes of newsletters “Chronicle”, which reflects various activities.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<b>NAAC Accreditation</b> 1. To complete the procedure for 3 <sup>rd</sup> phase of assessment by NAAC 2. To prepare the Self Study Report.	1. Meeting of IQAC held regarding the submission of documents to NAAC for third accreditation . AQAR couldn't be completed and submitted. 2. A steering committee with five members has been constituted for preparation of self study report.
<b>Decided to organise Seminar and workshop</b>	1. Two national seminar on "Education and Economic Development with special reference to Globalization and SDG in North East India on 14-16 sept,2016. "Higher education and skill development for faster economic development with special reference to North East India on 28-29 June,2017. organised successfully. 2. Two workshops – one on "Higher Secondary Syllabus of Anthropology: Review and Revision" and another on Practical on tools and ceramic technology" organised in feb,2017 and sept,2016 respectively.
<b>Career guidance, training etc. For students.</b>	1. Coaching Centre for APSC and UPSC has been set up. 2. Examination for scholarship organised with ONGC 3. Workshop organised with Kaziranga university. 4. District level debate competition organised for students.
<b>Training for teaching and non-teaching staff.</b>	Organised training on RFID system and another on use of interactive board. But other training programme on computer which was decided to organise , couldn't be executed.
<b>Decided to update the college web-site and install Wi-fi .</b>	College web-site is up dated but Wi-Fi couldn't be installed.
<b>It was decided to observe date and birth anniversaries of great personalities, important events of national and international importance.</b>	All such activities were organised on specific date.
<b>Adoption of village and schools as social responsibility of the college.</b>	Village Bholaguri Gaon of Morigaon district and Collegiate High school has been adopted by the college.
<b>Organising the Prof. G.C Medhi Memorial lecture.</b>	The third annual lecture organised . Eminent historian Rajen Saikia was invited to deliver a lecture on "Modern Assam: Exceptional tradition and exceptional result".

\* Attach the Academic Calendar of the year as Annexure. : Attached as annexure II

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The statutory body has gone through the AQAR and approved and suggested minor modifications.

Part – B  
**Criterion – I**  
**Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	Nil			
UG	3		01 Post graduate diploma in Disaster management.	
PG Diploma	1			
Advanced Diploma				
Diploma				
Certificate				
Others	Bachelor & Post graduate Programme (s) under KKH State Open University study center on: 1.Mass Communication 2Computer application 3.Business Administration. 4. PG courses			
<b>Total</b>	05+04		01	

Interdisciplinary				
Innovative				

\*KKHSOU= Krishna Kanta Handique State Open University (study center)

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Curriculum is flexible to a certain extent. Student can opted for a major subject and elective subjects.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	Nil
Annual	1 PG Diploma

1.3 Feedback from stakeholders\* (On all aspects)

Alumni	<input type="checkbox"/>	Parents	<input type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
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Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure IV*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The institution follows the syllabus of the affiliating university. Still, timely suggestions were incorporated to the University for Consideration. Syllabus of different subjects revised time to time by the Gauhati university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No. any department has been introduced this year other than a coaching centre for competitive examination.

## Criterion – II

### Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	53	23	30	00	---

2.2 No. of permanent faculty with Ph.D. 23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	04	00	00	00	00	00	00	02	04

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 00 13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05+30	15	01
Presented papers	02+27	14	01
Resource Persons	Nil	Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teachers are encouraged to use the technology in their classroom teaching.

**A. Teaching practices:**

- Focus on experimental study involving learning by doing (e.g. Dept of physics )
- Practical learning (e.g. All Science Departments including anthropology, geography)
- Seminar presentations using Power point .
- Group discussions
- Project work, surveys and field works.

**B. Technology enhanced teaching and learning processes:**

- Use of projector
- Computers with internet access for more personalized learning (Most departments)
- Use of computer and Video learning (Internet) for spoken English Course.

**C. Other pedagogical learning modes:**

- Field Methodology classes and field study.
- Street plays (to aware students about different social problems)
- Visits to relevant institutions- Departments and Museum (By Department of Anthropology)
- Yuga Practices
- Remedial classes for slow learners.
- Students are encouraged to take part in research projects and presentation of papers at various levels.

2.7 Total No. of actual teaching days during this academic year 182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Examination reform is done by the affiliated university .

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development 2



as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

81%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	220	02	32.67	53.55	3.87	90
B.Sc	90	--	68.25	28.04	--	96.67
B.Com	82	--	6.25	16.25	14.8	36.58

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC is in close contact with each of the departments. Progress records of the student in each department are closely monitored along with the faculties of the departments. Based on the departmental reports IQAC takes necessary steps like organising remedial classes, extra classes.
- Introduced the process of monthly work load on the basis of per day class allotment and class taken by the faculties of each department to monitor the teaching learning. Heads of each department have to submit the same to the coordinator on the 1<sup>st</sup> day of the next month.
- Monthly evaluation of attendance percentage of students also helpful.
- IQAC also evaluated student feed back .

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	03
Others (Short term course)	04

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25	01	Nil	10
Technical Staff				01

## Criterion – III

### Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC has constituted a Research Committee to help the faculties in various research related works.
- continuously keep in touch of the faculties, tries to encourage them in research works.
- A research laboratory with advance equipments of chemistry has been set up for major research project and to pursue Ph.D works.
- Subscribe research journal and e journal.
- Encourage the faculties to do Minor and Major Research Projects and provide necessary information and guidance.
- Students are encouraged to do research projects and prepare project reports with innovative ideas.
- Trained the students on research methodology and organise field study.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	Nil	Nil
Outlay in Rs. Lakhs		4,55,000.00		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		nil	Nil	03
Outlay in Rs. Lakhs				6,55,000/-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals	2 (zoo)		
Conference proceedings	Nil		

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5 years	UGC	4,55,000.00	
Minor Projects	1.5 years	UGC	6,65,000.00	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books   
 3 of zoology+ 1 of Philosophy

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

\*IEA= Indian Economic Association

Level	International	National	State	University	College
Number	1	--	--	--	--
Sponsoring agencies	Indian Academic Association				

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent	Number	
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
4	--	--	--	4	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

\*Chandan Senapati of 8<sup>th</sup> Assam Bn (ASD/15/62818, rank SGT) has participated in RD parade 2017

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Sensitizing students to ecological and environmental issues.
- Awareness of cleanliness among students.
- Observe world kidney day
- Observed world sparrow day
- Observed world women's day
- Awareness among students regarding anti poaching of migratory birds and gravid fish during breeding season.
- Awareness among students regarding the hygiene and seasonal diseases.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.5 acre	Nil		10.5 acre
Class rooms	46	1	RUSA and KKHSOU	47
Laboratories	08	Nil		8
Seminar Halls	2	-	Govt of Assam	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	xx	xx	RUSA	xx
Value of the equipment purchased during the year (Rs. in Lakhs)	xx	xx	xx	xx
Others				

#### 4.2 Computerization of administration and library

- Office automation is underway. Some of the works are done online such as works related to salary, admission of students, form fill up for examination etc, .
- Library is fully automated. Books tagged with micro chips. Issue receipt is fully automatic. Internet facility is available.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31141	4868329	480	241700	31621	5110029
Reference Books	1091	54097	8	4030	1099	58127.00
e-Books	8000	5000	nil	00	00	5900.00 (Renew)
Journals	20	8500	1	750	21	8850.00
e-Journals	3000	5000	nil	00.00	00	5900.00 (Renew)
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	53	Nil	7	Nil	60	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	3	53	3	3	9	36	8
Added	15	-	15	-	-		10	5
Total	68	3	68	3	3	9	46	13

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

90% of computers within the campus are connected under LAN.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.20
ii) Campus Infrastructure and facilities	0.95
iii) Equipments	1.20
iv) Others	xx
<b>Total :</b>	2.35

### Criterion – V

## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are informed about various activities of the college as well as of university through-

- IQAC make necessary arrangement for timely announcements of upcoming academic and other events in the form of circular in the website and also make the same available in notice board for easy access of the students.
- All the necessary information of the college is provided in the prospectus which is upgraded with latest information each year.
- IQAC has entrusted the career guidance cell to support the students through counselling.
- At the time of admission IQAC organise an orientation programme for the newly admitted students to aware them the provisions of student support system of the college.
- Mentoring system is introduced to support the students with constant guidance.
- There is public announcement system and notice boards for students.

5.2 Efforts made by the institution for tracking the progression

- Compulsory departmental seminar, group discussion and class test helps in tracking the progression.
- Involvement in co-curricular activities and other extension activities of the college as well as participation in outside activities is another way to track their all round progression.
- Analysis of departmental progress report in the academic committee meeting helps to track the academic progression of the students.
- Regular monitoring of attendance and monthly analysis of attendance percentage of the students also help in tracking the progression.
- All the Head of the departments are entrusted with the responsibility of documentation and comparison of student records.
- Each department track the progression of their outgoing students and record.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1556	-	02	480(HS) 78 (Certificate Courses) included.

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1101	54.07		935	45.92

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
552	223	350	768		1895	601	270	376	789		2036
Demand ratio		1:0.9									

Programme	No. of applicants	No. of students admitted	Demand Ratio
UG	965	666	1:1.44
PGDDM	02	02	1:1

**Dropout %**

Course	No. of students enrolled 1st year in 2016	No. of students enrolled 2nd year in 2017/ Appeared in the exam	No. of Dropped out students in 2014
BA	330	301	29
B.Sc	221	152	69
B.Com	115	102	13
PGDDM	02	02	nil

N.B First to third semester students of science stream opted for other professional courses and also the students of humanities opted for services of their category.

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- UPSC and APSC coaching is organized in the college. A total of 54 students enrolled for the same. The coaching is conducted with Ekalavya IAS Academy, Guwahati.

No. of students beneficiaries

100

### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

### 5.6 Details of student counselling and career guidance

Career counseling center tries to inform students through notification about various Career options.

- Coaching for competitive examination was organised.
- The career guidance cell regularly notify several job opportunities available under central Govt., State Govt., Defense sector as well as jobs available in paramilitary and other technical courses suitable for UG students.
- As the college runs the +2 classes along with UG classes, regular arrangement of mock tests for medical and engineering aspirants is done under KOTA, Rajasthan. This is done by the department of zoology
- The cell also notify the information about post graduate courses for the final year students.
- An online software course under spoken tutorial project (IIT Bombay) is continuing for students (namely, Libre office suite writer, calc, impress, Base, Math, PHP and MySQL, GIMP)

No. of students benefitted

### 5.7 Details of campus placement: There is no provision of campus placement in the college.

### 5.8 Details of gender sensitization programmes

- ‘Morigaon college has two women cell – one is women cell of Assam College Teachers association and the other is Morigaon Mahavidyalaya Mahila Mancha (MMMM)-A cell of women faculty of college. The girls student of the college are also members of the MMMM.
- Morigaon Mahavidyalaya Mahila Mancha- the women wing of the college through various activities tries to boost the confidence level of the girl student of the college. This year, a poster competition was held among the degree level students on a theme “ Injustice against women”. Students displayed their posters in the college entrance.
- A programme on “Women and diseases” ,was organised in collaboration with Narayana Hospital-Guwahati.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level	<input type="text" value="15"/>	National level	<input type="text"/>	International level	<input type="text"/>
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1. Volleyball team / badminton team participated in NE youth festival organised by the University of Science and Technology Meghalaya.
2. Joined in the badminton competition held in the jagiroad college and in Gauhati University.



No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level  al: State/  
University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	41	49,200.00
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students :  students organised flood relief camp.

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

## **Criterion – VI**

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

VISION:

The vision of the college is to promote knowledge through quality education with a view to developing the human resource of the region for contributing to the process of nation building.

MISSION:

- To augment the new generation for contributing to the future knowledge-economy.
- To empower the socially, economically and educationally marginalised sections of the society.
- To uplift the rural masses through effective education.

6.2 Does the Institution has a management Information System

The institution don't have MIS .The institution has its own information system. College website serves the purpose of electronic information system. Some of the data base are available .The office has an offline information system. All the admission, fee collection and examination related works has been done using "office automation" software.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

As an affiliating institution, the college has least possibility of curriculum development. Yet, time to time suggestions are sent to the affiliation university in this respect. However, this year college has prepared a broad curriculum for 2016-2019. It is just incorporating the internal activities to be held in the college for overall development of students.

#### 6.3.2 Teaching and Learning Teaching and Learning

IQAC and the college authority are always tries to facilitate its student to provide best classroom facility within its capacity. The teaching learning process is learner centric .The conventional method of learning i.e the lecture in the classroom is used. Microphone is used in large classes. Some other measures are undertaken for effective learning . These are:

- Class and home assignments.
- Experimental learning
- Projects, practical and group discussions
- Seminar presentations by students .
- Field study
- Excursion/Educational tour
- Tutorial and remedial classes
- Internet facilities in the library.

#### 6.3.3 Examination and Evaluation

- Unit test and class tests, pre final examination
- Discussion on question type of the university
- Sessional examination as per university guidelines
- Quiz
- Project presentation.
- Laboratory examination.

#### 6.3.4 Research and Development

- IQAC always promote research activities among faculties. They are also encouraged to present research papers in state, national and international level seminars, workshop . Duty leave granted for the purpose by the authority.
- A number of 15 faculties have engaged themselves in research works under various universities within or outside of the state.
- Students are also encouraged to work on research projects with innovative ideas and guided.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is fully automated. Issue and return of books are done by readers by their own.
- Automatic security system has installed in the library.
- A browsing corner with free internet facility for students is available .
- Facility for Xerox is available.
- An ICT lab is functioning with its minimum requirements. Computer teachers are engaged.
- There are 31480 books in the library. Each year new books purchased in the library as per requirement of various department.
- library subscribes to the UGC N-List programme and excess to the e-journal and e-books.
- Regarding other physical infrastructure, extension of new science building is going on.
- Construction of indoor stadium and girls hostel is progressing.
- Instruments and computer sets for practical for geography department has been purchased .

### 6.3.6 Human Resource Management

The college authority along with IQAC tries to manage the requirement of man power for smooth running of its academics. It takes various steps :

- Faculty are encouraged and grant duty leave for Faculty development programmes like Refresher course and Short Term Courses and other courses .
- Encouraged to participate in seminar/workshop etc. and publish papers/books etc.
- Training is organised for teacher and non-teaching staff when new technology is introduced.
- Skill development awareness programme conducted for students.
- Career guidance cell is there for upliftment of students.
- Organised remedial courses for students
- Students are trained for all round development
- Yuga classes are conducted for spiritual development

### 6.3.7 Faculty and Staff recruitment

- Qualified Faculty and staff recruited as per requirements and follows the directives of UGC for teaching staff and rules and regulations of Government of Assam is followed for recruitment of non-teaching staff.
- Roaster System followed during Faculty and Staff recruitment.
- Contractual teachers also arranged by the authority against requirements.

### 6.3.8 Industry Interaction / Collaboration

The faculties of the Commerce department are empanelled by the SEBI (Securities and Exchange Bond of India) for financial literacy. No any other effort has been made for any collaboration with industry.

### 2.3.9 Admission of Students

- Admission of students is made on merit basis.
- Roaster system followed during student admission.
- Duly noticed well before in the web site as well as in banner.
- Merit list, date of admission for each programme and relevant information are displayed in the notice board.
- Free admission is given to the students of Below poverty level as per Govt. Of Assam rule.

### 6.4 Welfare schemes

The teaching and non-teaching staff can avail the benefits of all welfare schemes provided by UGC and Government of Assam to the college teachers. Following are the available schemes:

#### **For teaching and non-teaching staff :**

1. Medical benefit in the form of medical allowance per month with salary medical reimbursement – as per Govt. of Assam Rules & Regulations.
2. Child care leave of two years.
3. Contributory relief fund for teachers (Whenever necessary)
4. There is a contributory fund from which loan can be availed by a contributor and at the time of completion of five years receive the saved amount along with interest.

### Non teaching

1. Medical benefit in the form of medical allowance per month with salary .
2. medical reimbursement –as per Govt. of Assam Rules & Regulations.
3. Child care leave of two years.
4. Contributory relief fund (Whenever necessary)
5. One time LTC facility is there.
6. Free admission for wards of non-sanctioned grade IV employees.
7. Reservation of two seats for admission of children of non-teaching employees.
8. Pension scheme,NPS,GIS.

### Students

1. There is a poor fund for students.
2. Waiving/ reduction of Admission fees as per Govt. Rules
3. Govt. Scholarship for SC, ST, OBC

Besides these, for **non-teaching staff the college** has the following facilities:

1. Reservation of Seat for wards of employees of the college.
2. Free admission of wards of non-sanctioned grade IV employees.

### For Students :

1. Different scholarships provided by government for students.
2. Free admission to students of Below Poverty Level .
3. Book bank facility.
4. Poor fund.

### For All :

1. A well equipped, Air conditioned canteen in the campus.
2. A sick room with first aid and bed .
3. Computer set in each department with internet facilities.

6.5 Total corpus fund generated

9,65,046.00

6.6 Whether annual financial audit has been done

Yes



No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

No ,Academic and administrative audit has not been done yet.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes



No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University take initiative for examination reform time to time.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil

6.11 Activities and support from the Alumni Association

- The college has a strong alumni association. The association has registered itself under society's registration Act from this current year.
- The association has observed college foundation day regularly every year.
- They felicitate the toppers of each programme of the college to encourage them for good academic performance.

6.12 Activities and support from the Parent – Teacher Association

- The role of the PTA of the college is appreciable.
- The PTA has forwarded suggestion, help the institution for its better future.
- Parents of the students of the college attended any meet organized by the departments of the college at various time of the session.

6.13 Development programmes for support staff

Supporting staff are informed about different government schemes and encouraged them to take the advantage. Certain training programme organised for them.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Campus wall is maintained regularly, that prevent trespassers as well as easy approaches of grazers.
- Care is taken for already planted fruit plant.
- If require new plantation is done
- To create awareness among student regularly World Environment Day is observed.
- The beautification of the surrounding of the pond of the college is done by the student body.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Installation of RFID system is creating a positive impact on functioning of the library. It is proved to be time saving, attracting students as they can issue and deliver themselves instead of wasting their time in queue.
- Campus security up gradation with appointment of security guard in the gate to Restrict the students to going out during the college time has increased class attendances.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

plan of action decided upon at the beginning of the year	Action Taken Report (ATR)
<ul style="list-style-type: none"> <li>• NAAC Accreditation               <ol style="list-style-type: none"> <li>1. To complete the procedure for 3<sup>rd</sup> phase of assessment by NAAC</li> <li>2. To prepare the Self Study Report.</li> </ol> </li> <li>• To apply for PG courses in Zoology, geography and English .</li> <li>• To organise Seminar and workshop / Memorial lecture               <ol style="list-style-type: none"> <li>1. G.C Medhi memorial lecture.</li> <li>2. Workshop</li> <li>3. National /International seminar</li> </ol> </li> <li>• Infrastructure development               <ol style="list-style-type: none"> <li>1. Purchase of laboratory equipments, CCTV, AC and computers.</li> <li>2. Construction of chemistry laboratory and classroom.</li> <li>3. Construction of a Museum.</li> <li>4. Update of the college web-site and installation of Wi-fi .</li> <li>5. Purchase of books and journals for library</li> <li>6. Purchase of sports items.</li> </ol> </li> <li>• To organize career guidance, training etc. for students.</li> </ul>	<p>NAAC Accreditation</p> <ol style="list-style-type: none"> <li>1.The Preparation of self study report is going on.</li> <li>2.The process couldn't be completed.</li> </ol> <p>To apply for PG courses in Zoology, geography and English .</p> <p>1.Applied for PG course. Inspection for feasibility is done by the Gauhati University. Permission for opening PG in Geography is granted.</p> <p>To organise Seminar and workshop / Memorial lecture</p> <ol style="list-style-type: none"> <li>1.Organised College Annual Lecture on 15<sup>th</sup> November/16 in collaboration with College teacher unit, where Prof. Dinesh Chandra Goswami has delivered his lecture on the topic “ Development of Science and our Temperamant” ( Bijnanar agragati aaru amar manashikata).</li> <li>2.One UGC sponsored National seminar on 14-16 September,2016 by Department of Economics and one International Conference on 28-29 June,2017- Department of Economics.</li> </ol> <p>Infrastructure development</p> <ol style="list-style-type: none"> <li>1. Purchased laboratory equipments, CCTV, AC and computers.</li> <li>2.Construction of chemistry laboratory and classroom is going on.</li> <li>3. Construction of Museum can't be executed.</li> <li>4. Wi-fi installation was not successful.</li> <li>5. Purchased new books.</li> </ol> <ul style="list-style-type: none"> <li>• To organize career guidance, training etc. for students.</li> </ul> <p>1.organized coaching classes for competitive examination.</p>

<ol style="list-style-type: none"> <li>1. To organize coaching classes for competitive examination.</li> <li>2. To organise workshop for students on practical in Anthropology.</li> <li>3. Organize sports training for students</li> </ol> <ul style="list-style-type: none"> <li>• To organize training for teaching and non-teaching staff</li> <li>• Will observe date and birth anniversaries of great personalities, important events of national and international importance.</li> <li>• Environmental awareness programme <ol style="list-style-type: none"> <li>1. Observation of world environment day throughout the district in selected educational institutions and arrangement of field trip for student to make them aware of the environment.</li> </ol> </li> <li>• Adoption of village and schools as social responsibility of the college..</li> <li>• Publication of college newsletter –“The Chronicle”, College Magazine, Departmental journals, and more wall magazines.</li> <li>• Beautification <ol style="list-style-type: none"> <li>1. Installation of Statue of Legendary Dr. Bhupen Hazarika in the college campus.</li> <li>2. Will renovate the garden ,contributed by the familyof former HOD of department of political science Late B. Goswami.,</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>2. organised workshop for students on practical in Anthropology.</li> <li>3. Organized sports(Cricket) training for students.</li> </ol>
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7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Maintaining a balancing eco-system in the college campus.</li> <li>2. Adoption of the schools : Teachers from different department has been sent to the adopted schools to take classes.</li> </ol> |
|---|

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- |  |
|--|
| <ul style="list-style-type: none"> <li>➤ Maintained green campus.</li> <li>➤ Free spaces transformed to garden</li> <li>➤ Arrangements of dustbin in convenient places.</li> <li>➤ Environmental Awareness classes for students.</li> <li>➤ Department of zoology is entrusted with observation of different day related to environment protection. Accordingly, World turtle day, Kidney day, National Elephant day, sparrow day were observed. Students are make aware about these species, need of their conservation.</li> </ul> |
|--|

7.5 Whether environmental audit was conducted?



7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p>The SWOC analysis is done to find out the weakness, opportunities and threats of the college, so that plan can be made accordingly.</p>
--

## 8. Plans of institution for next year

### Teaching-learning

1. To introduce new subject/program in UG level.
2. To introduce post graduate programme in the department of Zoology and Geography.
3. To introduce “students forum” ,which will be compulsory for each student to be enrolled as member of one of the forum according to his/her interest .

### Upgradation of Infrastructure facility :

4. To develop and complete the interlink pavements using cemented block.
5. To provide WI-FI and internet facility to each department, library and hostels.
6. To enrichment of library resources
7. To establish more digital class rooms with more student capacity .
8. Construction of the third floor of the science building and Auditorium.
9. To complete the construction works of the indoor stadium.
10. To complete the remaining works of the Girl’s hostel (under SC welfare board scheme).

### Seminar/Workhop /Lecture :

11. To organize the G.C Memorial Annual Lecture.
12. To organise a workshop on modern Assamese song.

### Training/camp etc.

13. To continue the sports training program.
14. To continue the coaching for various competitive examinations.
15. To be organise yoga camp.
16. To organise self defence course for girl students.

### Collaboration

17. It will be tried to collaborate with small industries/entrepreneur for placement of students.
18. Collaboration with other colleges for student and faculty exchange programme

  
Name : Nilofar Jasmin, Ph.D

Coordinator  
IQAC  
Morigaon College

Signature of the Coordinator, IQAC



Name . Lila Kanta Barthakur , Ph.D

Chairman, IQAC  
Morigaon College  
Date .....

Signature of the Chairman, IQAC



## **Annexure I**

### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission



**Annexure II**  
**Academic calendar (2016-17)**

Date	Events
June	Admission in the 1 st Semester.
1 <sup>st</sup> August	Opening of college after summer break (new academic year)
7-8 september	Freshmen social
3 <sup>rd</sup> week of september	Sessional examination
1-31 october	Field trip
21 nov-23 Dec	Odd semester Examination
February	College week
3 <sup>rd</sup> week of March	Sessional Examination
22April-May22	Even Semester Examination
June	New Classess of odd semester

Within the preview of the academic calendar, various events were observed in the college. Independence day, republic day, world science day, earth day, World environment day, sparrow day, women's Day, Silpi Divas, Teachers day, Birthdays and death anniversary of renowned personalities of the country were observed.

Within the period Debate Competitions, Quiz Competitions were organised and students visited state assembly and took part in mock parliament event . Students took part in the Youth festival in the Guwahati university and University of Science and Technology, Meghalaya besides participation in different extension activities .

## **Annexure-III**

### **Strength, weakness, opportunity, challenges (SWOC) Analysis**

#### **Strength, weakness, opportunity, challenges of the college:**

##### **Strength:**

- Large area with scope for expansion
- Auditorium, seminar hall with digital audio-visual facilities
- Coaching for competitive examination has been started.
- College pass percentage always higher than the University.
- Study centre of KKHSOU with various programme to cater the need of the rural society.

##### **Weakness:**

- Poor internet facilities.
- Ratio of faculty and student is not adequate. Lengthy process of government in filled up vacant posts for which college supposed to depends on large number of Contractual faculties and supporting staff
- Not having a museum
- Not having boundary wall of the playground-plantation can't be done in in that area.

##### **Opportunity:**

- To introduce post graduate courses in science and arts stream
- To adopt a composite waste management system for the college .
- Set up a well organised Museum.
- To introduce vocational and skill development courses.

##### **Challenges:**

- Lack of industries in the area for collaboration
- Self- reliant revenue generation
- Campus placement

## **Annexure-IV**

### **Feedback analysis**

Institution has its own mechanism for analyzing student feedback on institutional performance. The IQAC has prepared a questionnaire covering teaching –learning to other aspects. It is mandatory for each student to evaluate the Institutional performance. The authority takes corrective measures after analyzing the feedback whenever required. Counselling is provided to staff in order to help them to improve their professional capabilities.

#### **The process of Feedback on teaching –learning from students**

- Students, mainly the degree students were taken for the purpose.
- Students of the major and general courses of both science and humanities were supplied with a ready format containing questionnaires that tries to evaluate the classroom performance of individual teachers.
- The questionnaire consisted of questions regarding :
  1. Punctuality
  2. Conception of the topic to be taught,
  3. Communication Skill
  4. Use of Black board
  5. Innovativeness,
  6. Performance outside the classroom
  7. Career Guidance
  8. Any other remark
- On receiving the returned copies from students, a group of teacher who are entitled with the responsibility go through each format and comments/marking of each student .
- Thereafter, comments/marking of each student against each activity of a teacher is segregated and a total is made. In the process if a teacher is found weak in certain field he is immediately communicated to take corrective measures.

#### **Analysis of Feedback :**

In 2016-17 , feedback from 280 students were collected and analysed. The analysis shows that 68 percentage of teachers were categorised in the range of 90-100. 27 percentage of teachers are categorised in 80-90 range and 4.5 percentage in 70-80 category and other 0.5 percentage of teacher are placed in the 50-70 range .

The analysis of the suggestions of students shows :

1. Gymnastic centre must open regularly and permanent instructor should be appointed.
2. Recreational Facilities in the girls and boys common rooms.

Action taken accordingly.